

**Town Meeting Coordinating Committee**  
**Meeting of Monday, February 6, 2012, 3:00-5:00 P.M.**  
**First Floor Meeting Room, Town Hall**

Present: Peggy Roberts, Mary Streeter, Nonny Burack, Adrienne Terrizzi, Carol Gray, Patricia Holland, Alan Powell.

Visitors: Sharon Sharry, Jones Library Librarian; Sandra Burgess, Town Clerk; Susan

Peggy called the meeting to order at 3 pm.

**1. Meeting with Sharon Sharry:** Following introductions all around, Peggy said our committee would like a shelf at the Jones Library for TM material. Sharon said that her previous experience was with public libraries where nothing political could be on display but since the Jones Library is privately incorporated, she thought she would be able to help. Town Clerk Sandra Burgess later confirmed that she could display TM-material but not campaign matter for candidates. Sharon will put an announcement about the Feb 14<sup>th</sup> deadline to register as a TM meeting candidate on the Library's website and ask her staff to find a place in the front area of the library for TM information. Nonny will make sure Sharon receives the TM packet that all members receive.

**2. Town Meeting Member and TMCC Elections:** Sandra Burgess discussed the following issues with the Committee:

- *TMCC election:* She said it is up to the moderator where voting should take place at town meeting. The time for it must be from 7 to 9 PM and supervised by Pat from the Town Clerk's office.
- *Reminders for people to vote for TMCC candidates:* The Moderator should remind TM members before voting ends at 9. If that is difficult, Pat Holland suggested having a reminder notice go up on the screen during TM.
- *Elections for Town Meeting Vacancies:* Sandra wants to think about this.
- *Getting election results promptly to the League of Women Voters:* The delay comes with write-ins on the ballots. Sandra would like a meeting with the League in mid-March.
- *Reminders about Feb. 14<sup>th</sup> the deadline to sign up for TM:* On Feb. 7<sup>th</sup>, Sandra will be mailing reminders to all present TM members who have not yet signed up.
- *Tally cards:* In a change from previous practice, a set of tally cards for six tally votes, will given out at the first meeting a TM member attends. Additional cards will only be given if there are more than six tally votes taken. If a member forgets or loses the tally cards, cards without the member's name will be available, the name to be entered by hand. The packet will include an explanation of the new procedure. Mary recommended putting a sticker on the packet envelope alerting people about this new procedure.
- *Problem with website:* Mary and Peggy alerted Sandra there was something not working on the town's website.

Sandra Burgess and her aide left after we thanked them for coming.

*Additional Outreach for Candidates:* After the discussion, Mary reported on how many candidates were signed up in each precinct, as follows: Prec. 1) 22; 2) 10; 3) 7; 4) 12; 5) 9; 6) 9; 7) 18; 8) 15; 9) 25; 10) 14, which is a total of 141 so far for 240 positions. We decided to follow up the Clerk's deadline reminders by phoning current TM members who had not yet signed up. Pat will do Precincts 1 & 2; Nonny, 3; Peggy, 4; Alan, 5 & 10; Mary, 6 & 8; Adrienne, 7. We each marked up a 2011 TM member list for names to call.

3. **Evaluation of Town Meeting Forum:** Only 5 people came but it went very well. Nonny reported great difficulty finding places to post notices at apartment complexes.

4. **Planning Work for Town Meeting**

- *Guidelines for Visuals:* Pat will ask Paola Di Stefano the format she used for visuals at the last TM. Mary, Alan, and Pat will work on visuals.
- *Mics and Hearing Loops:* Adrienne will ask John Musante about these. Pat noted hearing loops only work with people using hearing aids; Mary added and cochlear implants.
- *Warrant Review:* This will take place March 10<sup>th</sup>. Peggy and Alan will work on it.
- *Bus Tour:* This will take place March 22<sup>nd</sup>. Carol and Pat will work on this. Carol has already booked the Fire Chief. Mary will give information on CPA sites, and Pat on zoning issues.
- *TMCC Page on Town Website:* Mary will show Pat how to upload minutes.
- *Possible Help from Amherst College Students:* We decided help from students would not be a useful learning experience for them.

5. **Calendar and Scheduling of Meetings:** We reviewed the calendar provided by Peggy. We decided our next meeting will be Monday, Feb 27<sup>th</sup>, 3 PM, and thereon every Monday through April 16<sup>th</sup>. Next time we will bring in and review all our task lists.

6. Minutes of Jan. 11, 2012: We accepted the minutes as amended.

The meeting adjourned at 4:55 PM.

Submitted by Patricia Holland, Clerk

Documents for the meeting:

- Agenda
- List of Important Spring Dates plus calendar pages Feb. through April
- Minutes of January 11th meeting